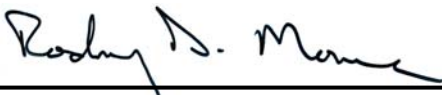


**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 4	Number 1	Effective Date 06/01/06	Review Date 2010
Subject EMPLOYEE LEAVE AND BENEFITS			☐ New Order ☒ Replaces G.O. 104-2, (10/05/05) G.O. 103-1, (06/06/03)
References CALEA 22.2.1c, 22.2.1d, 22.2.2, 22.2.3, 22.2.4, 22.2.5, 22.2.6, 22.2.9, 22.2.10a, 22.2.10b VLEPSC PER.03.01c, PER.03.02, PER.03.03a, PER.03.03b, PER.03.03c, PER.03.03e, ADM.23.04 City of Richmond's Personnel Rules for the Classified Service, Sections II and VI Fair Labor Standards Act Virginia Records Retention Schedule City of Richmond Administrative Regulations 4.3, 4.4, 4.5, 4.8, 4.9, 4.10, and 5.2 Virginia Workers Compensation Act §65.2-100 et. Seq. Code of Virginia VA Code §9.1-402 42 U.S.C. 3796 Public Safety Officers' Benefits Act of 1976			
 Chief of Police or Designee		06/01/06 Date	

I. PURPOSE

The purpose of this directive is to ***provide Department personnel with information concerning benefits offered by the City of Richmond.***

II. POLICY

Employees of the Richmond Police Department are entitled to certain benefits by virtue of their status as city employees. The Department's policy on employee benefits is governed by those benefits set forth in the City's Personnel Rules and the Administrative Regulations. These benefits include but are not limited to health insurance, deferred compensation and leave. Other benefits are also available to qualified employees by statute and through various organizations. The city's Department of Human Resources maintains updated information on appropriate benefits.

III. DEFINITIONS

- A. ABSENT WITHOUT LEAVE – (AWOL)** Unauthorized absence from your place of duty during required hours of attendance without appropriate approval. Any such absence shall be without pay and may be grounds for disciplinary action.
- B. ADMINISTRATIVE LEAVE -** Leave with pay, granted by the Appointing Authority, for special situations or circumstances for non-disciplinary reasons. Leave greater than fifteen (15) working days must be approved by the Director of Human Resources.

- C. CIVIL LEAVE - The Appointing Authority shall grant employee civil leave with pay for any absence necessary for service on a jury or for attending court or an administrative hearing as a witness under subpoena provided the employee is not a party. In no case will the employee be charged compensatory or vacation leave for this purpose. Such employees are entitled to keep any jury or witness fee awarded by the Court in addition to their regular salary. If an employee must appear in court or at an administrative hearing either as a witness or a party, due to his employment with the City, such time shall be considered as hours of work.
- D. COMPENSATORY LEAVE EARNED - Compensatory Leave is the means by which the law authorizes a public agency to provide time off to non-exempt employees in lieu of monetary overtime compensation. The rate of compensatory time is to be not less than one and one-half hours of compensatory time for each hour of overtime worked.
- E. EDUCATIONAL LEAVE - In order to assist tenured status employees working full time in obtaining and/or completing high school, undergraduate, or graduate courses and to promote the highest quality of professional life the city may grant educational leave subject to the provisions ***provided in Personnel Rule 6.9:***
- F. FLOATING HOLIDAY - The floating holiday shall be earned by any individual employed prior to May 1st of a given calendar year and may be observed on any regular scheduled work day mutually convenient to the employee and Appointing Authority during that calendar year.
- G. FUNERAL LEAVE - Any employee who has had a death in his immediate family may be granted, upon request, funeral leave for a maximum of three consecutive working days. Funeral leave is with pay and is granted by the Appointing Authority.
- H. HOLIDAY- Holidays shall be set by Administrative Regulations as of January 1 of each calendar year. Employees shall receive a minimum of eleven (11) holidays and one floating holiday. The Director of Human Resources shall notify the workforce of holidays at least 30 days prior to the beginning of the New Year. Employees must be in active pay status before and after a holiday in order to receive pay for that holiday.
- I. HOLIDAY CREDIT – If non-exempt employees are required to work on a holiday or if a holiday falls on the employee’s normal day off, such employees shall be treated as follows:
 - 1. Non-exempt employees, who would normally be off but are required to work on a holiday, shall receive regular pay for the holiday, plus receive either holiday leave credit or pay for the number of hours actually worked at the employee’s regular rate of pay (Ex. An employee works 8 hours on the holiday, Wednesday, July 4. The employee receives 8 hours pay at the regular rate plus eight 8 hours of holiday leave credit or 8 hours additional pay at the regular rate. The choice of payment or credit is the employees’ not the employers’).

2. A non-exempt employee whose normal day off falls on a holiday and who is not required to work on that day shall not receive additional pay but shall receive holiday leave credit equivalent to the number of hours scheduled in the employee's regular work day. (Ex. An employee's regular eight (8) hour work schedule is Tuesday through Saturday, normal days off are Sunday and Monday, and the holiday is Monday, January 1. The employee receives the day off and receives eight (8) hours of holiday leave credit for Monday).
3. ***Upon separation, the employee is to receive payment for accrued Holiday Leave Credit.***

- J. ***WORKERS' COMPENSATION – An employee incapacitated by injury or illness as defined by the Workers' Compensation Act may be entitled to the benefits provided by that Act.***
- K. **LEAVE WITHOUT PAY** - Leave of absence without pay may be granted by the Appointing Authority for personal reasons, for a period beyond those allowable with pay, provided the Appointing Authority is willing either to allow the position from which leave is taken to remain vacant or to fill on a short term temporary basis until the expiration of such leave. A leave of absence without pay shall not be granted for more than twelve (12) months except for educational leave or military leave purposes. If any employee's position is abolished while on leave of absence except as otherwise noted in these Rules, reduction-in-force procedures shall apply.
- L. **MILITARY LEAVE** - Upon presentation of a copy of official orders, a military leave of absence shall be granted to any employee who either volunteers or is called to active duty with the Armed Forces of the United States, Virginia Defense Force, the National Guard or the Naval Militia. ***(Refer to Personnel Rule 6.6)***
- M. **SICK LEAVE** – Leave granted to help protect an employee against loss of salary when sickness makes it impossible to work. It should never be thought of as something due the employee, but rather as a provision to help if the employee is unfortunate enough to be ill. If a paid holiday occurs when an employee is absent on approved sick leave, the day is not counted as a day of sick leave. The Appointing Authority or designee may adopt additional procedures regarding sick leave not in conflict with these Rules, including but not limited to, requirements for documentation from a medical provider supporting the employee's need for absence from work. Sick leave will not be charged in less than one-half hour units. Sick leave may be granted for absence from duty because of personal illness, non-compensable bodily injury or disease, exposure to contagious disease, to keep a doctor's or dentist's appointment or for immediate family illness. Use of sick leave requires approval of the employee's Appointing Authority or designee in accordance with the procedures established by the Appointing Authority.
- N. **SUSPENSION** - The temporary removal of an employee from duty and pay status for cause. All suspensions are without pay and are for a specific period of time.
- O. **VACATION LEAVE** - Except as otherwise provided in the city Personnel Rules,

employees who occupy permanent positions in the city service shall earn vacation leave credits (hours) at the following rates set forth in this policy:

1. Vacation leave credits shall be audited annually as of the last day of each calendar year or as of the date of separation. Vacation leave shall not be charged in less than one-half hour units.
2. Vacations are earned, and their length is determined by continuous service. Their primary purpose is to provide an opportunity for rest and relaxation and for returning to work refreshed. Employees should be encouraged and may be required to take several consecutive days of vacation leave for relaxation. However, vacation may also be used when it is necessary to be absent from work for other personal reasons such as extended illness (after expiration of sick leave) or for personal reasons. Use of vacation leave requires written approval of the employee's Appointing Authority or his designee.
3. Vacation leave credits may be accrued not to exceed, at the date of separation, or at the end of any calendar year, the maximum accumulation amount specified. Employees may continue to accrue and take vacation leave beyond the stated maximum amounts during any calendar year, but may not exceed the maximum allowable accumulation as of the audit date. Vacation leave may not be taken before it is earned. Vacation leave is accrued in accordance with the City's established bi-weekly pay dates.
4. If a paid holiday occurs during a vacation period, it is not counted as a day of vacation. Tenured employees who leave the City service will be paid for hours of unused vacation leave up to the maximum accumulation amount as specified.
5. The maximum credits specified are for employees working full time. Persons employed on a tenured part-time basis in a permanent position shall receive vacation leave in proportion to their actual days on duty. An employee who is absent without leave or suspended, or is on an approved leave of absence without pay, shall not accrue any vacation leave for that pay period. However, the employee may accrue vacation hours in proportion to their actual hours worked, when his leave has been medically approved.
6. Pay Out Provisions – Upon separation from the city service, tenured employees shall receive a lump sum payment for the accumulation amount of their respective category; up to the maximum pay out amount allowed by the city Personnel Rules. The city shall deduct from any lump sum payment amount appropriate federal and state taxes, any deductions for amounts owed to the city as an employee and any other amounts required by law. ***Probationary employees are not eligible for payment of unused vacation accrual.***

IV. PROCEDURE

A. Leave and Record Maintenance:

1. Types of Leave:

The City of Richmond grants a variety of leave benefits to its employees. Should emergencies arise and the requirements of the City demand it, leave benefits may be temporarily suspended in order to meet those manpower requirements. The abbreviations to be used when recording data on Leave Records are as follows:

ABBREVIATIONS:

A	Absent Without Leave
AL	Administrative Leave
C	Civil Leave
E	Educational Leave without Pay
EP	Educational Leave with Pay
F	Funeral Leave
FH	Floating Holiday
H	Holiday
HC	Holiday Credit
I	Injury Leave
K	Compensatory Leave Taken
KE	Compensatory Leave Earned
L	Leave without Pay
M	Military Leave with Pay
ML	Military Leave without Pay
S	Sick Leave
V	Vacation Leave
W	Suspension

2. Vacation leave and sick leave shall not be charged in less than one-half hour units. Neither vacation leave nor sick leave will be granted until earned by the employee. When available, compensatory leave should be used prior to the usage of vacation leave. Employees shall not accrue a negative balance of any type of leave at any time.
3. ***Vacation Request Protocol*** – The order in which Police Department employees are permitted to select assignment and vacation preference is as follows:
- a) Majors, Captains, Lieutenants and Sergeants – by the date of appointment to that particular rank. If two or more employees have the same date of appointment, then the date of hire shall be used.
 - b) Police Officers/Detectives – by the date of appointment as a Police Officer. If two or more employees have the same date of hire, then the lowest code number shall be used.
 - c) Civilian (Supervisors) – by the date of appointment to that particular position.

- d) Civilian (Non-supervisory) – by the date of employment with the Police Department.
- e) Reinstatements – *Except for persons recalled, reinstatement status applies only to those tenured status employees who have (1) resigned in good standing; (2) applied for reinstatement within ten (10) calendar days of the date of separation; (3) their position remaining unfilled; and, (4) now meet the minimum qualifications for the position, and then only if such reinstatement is approved by the Appointing Authority and Human Resources. Seniority for employees reinstated shall be computed from the original date of employment.*
 - (1) *Pay of Reinstated Employees – Upon reinstatement, an employee's pay, employment date and all benefits shall remain unchanged and be restored.*
 - (2) *Persons eligible for automatic recall shall be reinstated and granted all rights and benefits.*
 - (3) *The employee's original employee number shall be reinstated.*
- f) Re-Hires – Those employees who have resigned in good standing, apply for re-employment after 10 calendar days of the date of their separation their position having remained unfilled, and meet the minimum qualifications for the position, **are eligible for re-hire through the competitive recruitment process..**

4. Computation of Leave:

- a) Vacation Leave – Employees who occupy permanent positions in the city service shall earn vacation leave credits at the following rates:

Years of Service	Earning Rate Biweekly	Maximum Accumulation at Calendar Year End Dec. 31
Less than Five	3.7	192.0
Five up to Ten	4.6	240.0
Ten up to Fifteen	5.5	288.0
Fifteen up to Twenty	6.6	336.0
Twenty and Over	7.4	384.0

- (1) Upon separation of employment from city service, a tenured employee must be paid for any unused vacation hours **up to the maximum accumulations based on years of service.**
- (2) If an employee is absent without authorized leave, on suspension or leave without pay (one hour or more), the employee will not earn any vacation or sick credits for that pay period. (EXCEPTION: The employee may accrue

vacation and sick hours in proportion to their actual hours worked when the leave has been medically approved.)

5. Sick Leave:

- a) Each employee shall be credited with sick leave at the rate of three point seven (3.7 hours) for each bi-weekly cycle of service. An employee may accrue an unlimited amount of sick leave.
- b) If an employee is ill and must be off from work, he/she shall notify his/her immediate supervisor stating what type of leave he/she will be utilizing and a date of expected return to work. If the employee cannot return by the designated date, the employee shall notify his/her immediate supervisor on that date and repeat the above stated requirements.
- c) If an employee is absent three or more consecutive working days, he/she will be required to bring in a doctor's slip. Employees must present the doctor's note to their immediate supervisor on the first day they return to work. The doctor's note must contain the date of the visit and a date the employee may return to work.
- d) If a supervisor suspects that an employee is establishing a pattern of abusing sick leave, the supervisor may require the employee to bring a doctor's slip for each occurrence.
- e) If an employee does not earn vacation or sick leave for a particular pay period, the employee's Leave Record shall be marked accordingly. No employee should receive credit for leave hours taken, if those hours have not been accumulated prior to the leave taken.
- f) Supervisors shall be responsible for inquiring about the work status of an employee during extended periods of absence every 30 days.
- g) Any employee who is placed on an extended sick leave status for 30 days or more, will turn in his/her assigned duty weapon and radio to the Property and Evidence Unit for safekeeping. This employee will also turn in his/her take home vehicle, if applicable to the immediate supervisor. The employee's immediate supervisor shall notify the Property and Evidence Unit on the status/re-assignment of the vehicle. The Chief of Police will consider exceptions on a case-by-case basis.

6. Compensatory Leave/Time Requirements:

- a) Under the guidelines of the Fair Labor Standards Act, compensatory time may be given in lieu of paid overtime. A Waiver of Understanding Form (PD-116) must be signed by the employee to

acknowledge his/her desire to be granted compensatory time in lieu of pay. The employee may revoke this waiver at any time.

- b) The rate of compensatory time is one and one half-hours for each hour of overtime worked. Supervisors shall use the Overtime Sheet (PD-20) to record the amount of compensatory time earned and granted to each employee. Any compensatory time earned and granted to the employee must also be recorded on his/her Leave Record and Time Sheet.
- c) “Time and a half” does not begin until after an eligible sworn employee has ***been in pay status*** 86 hours, during a two-week pay cycle. For eligible civilian employees, “time and a half” does not begin to accrue until after the employee has worked 40 hours during a 7-day work week. A civilian employee must be in work status a total of 40 hours before earning time and a half.
- d) The maximum amount of compensatory time that an employee can accumulate at anytime is 240 hours for general (***civilian***) employees and 480 hours for law enforcement officers.

7. Compensatory Time Payments:

- a) Sworn employees are in the classified service and Non-Exempt under the Fair Labor Standards Act with the exception of the rank of Captain and above. Police Captains are in the classified service and are Exempt ***under FLSA***. Police Majors, Assistant Chief, and the Chief of Police are in the unclassified service and Exempt ***under FLSA***.
- b) “Non-Exempt” sworn employees can earn overtime and compensatory time with prior supervisory approval. Employees who are “Exempt” cannot earn either overtime pay or compensatory time.
- c) All promotions ***whether sworn or civilian*** to the ***exempt classification*** will result in the maximum allowable compensatory time earned to be paid in full at the time of promotion. Example: A Police Lieutenant with 480 hours of compensatory time who is promoted to Police Captain will be paid 480 hours at the Police ***Lieutenant*** rate.
- d) Civilian employees whose positions are classified and “Non-Exempt” are eligible to earn overtime and compensatory time, for time worked in excess of 40 hours per work week, with prior supervisory approval. “Exempt” civilian positions, classified and unclassified, are not eligible to earn overtime or compensatory time.

8. Military Leave:

- a) Employees are granted 15 working days per calendar year (January – December) for Military Leave. The 15 working days of Military Leave apply no matter what shift an employee works. Military leave time can be taken in less than one day increments, but must be supported by military orders. Approved Military Leave with pay will not affect any employee's vacation leave accrual.
- b) Unless precluded by military necessity, advance notice must be provided either orally or in writing. Employees who participate in the National Guard or Reserve should provide their employers **with** as much advance notice as possible.
- c) All written or verbal orders are considered valid when issued by competent military authority. A military member in receipt of official orders is obligated by federal statute to execute them. The recurring requirement to perform inactive duty training (drill) is an example of when written orders may not be formally issued.
- d) After periods of military leave of absence for more than 30 days, the employer has the right to request such documentation, which can be used to establish the employee's basic eligibility. All National Guard and Reserve members are encouraged to provide a copy of orders, the annual drill schedule or other type of documentation to employers as soon as available and, if possible, before the commencement of military duty.
- e) If the employee cannot provide satisfactory documentation for military service in excess of 30 days, the employer must promptly reinstate the employee pending the availability of the documentation. The employer may contact the military unit, if necessary.
- f) Any officer who is placed on an active duty assignment for 30 days or more will turn in his/her assigned duty weapon and radio to the Property and Evidence Unit for safekeeping. This employee will also turn in his/her take home vehicle, if applicable to the immediate supervisor. The employee's immediate supervisor shall notify the Property and Evidence Unit on the status/re-assignment of the vehicle. The Chief of Police will consider exceptions on a case-by-case basis.
- g) An employer may not require documentation for notification prior to military duty. Further, an employer does not have a "right of refusal" for military leave of absence, so long as the employee has not exceeded the 5 years of cumulative service.
- h) When an employee submits a request for military leave, the documents should be in the following order:

- (1) Application for Leave
- (2) PD-92 (Military Leave Record Sheet)
- (3) Military Orders (written or verbal)
- (4) Personnel who are eligible for a Supplemental Pay will be processed by the **Human Resources Division**.

i) The original, plus four (copies) of each document, must be submitted in package form to the **Human Resources Division Chief** for the following distribution:

- (1) Original - Police Personnel Unit;
- (2) Copy – Division Commander in the employee’s chain of command;
- (3) Copy - Employee’s Personnel Folder;
- (4) Copy - Payroll Clerk; and,
- (5) Copy – **Human Resources Division Chief**.

9. Leave Records:

a) Instructions for Posting Leave Records:

Time taken shall be recorded in the block for the appropriate day. The type of leave will be placed above the hours taken. An example is “V” over the numeral “8”.

b) Auditing Leave Records:

- (1) Every January, the Payroll Control Section, shall conduct or cause to be conducted, an audit of all previous year Leave Records.
- (2) **The OIC/Civilian Manager** will ensure that the **employees Leave** Records are maintained and posted during each bi-weekly cycle.
- (3) All Leave Records of current employees that are over two years old or the records of employees separated from city service shall be forwarded to the Police Personnel & Recruitment Unit **for filing in the employee’s Department personnel file**.
- (4) At the time of an employee’s separation, the employee’s supervisor shall forward a signed copy of the original Leave Record, **along with the separation package, to the OIC of Personnel and Recruitment and Accounting & Payroll Unit**.

10. FMLA

a) The Family Medical Leave Act (FMLA) provides up to 12 weeks or

480 work hours of job-protected time away from work for the care and treatment of a serious health condition incurred by the employee, the employee's immediate family member or for the birth/adoption of a child. This Act is enforced by the U. S. Department of Labor, and sets forth specific responsibilities for employers.

- b) FMLA does NOT provide "paid leave". FMLA provides job protection while an employee takes leave that may be compensable or non-compensable. Vacation, sick or compensatory leave MUST be used AT THE SAME TIME to receive financial compensation. Employees will be granted leave without pay once vacation, sick and compensatory leave are exhausted.
- c) The city's FMLA policy provides for 12 weeks or 480 work hours of FMLA protected time away from work per calendar year (January 1 – December 31) for eligible employees. This protected time away from work may be taken all at once or used intermittently. Intermittent time may include a reduced work schedule or separate blocks of time due to a single qualifying reason.
- d) For additional information regarding established criteria for meeting FMLA requirements, refer to **City of Richmond's** Administration Regulation 4.3.

NOTE: For any other type of leave, refer employees to the City of Richmond's Personnel Rules and Administrative Regulations.

B. City of Richmond Benefits:

- 1. ***DEFERRED COMPENSATION BENEFITS - The Deferred Compensation Plan is a tax deferred savings plan available to government employees. It is currently administered through the International City Management Association Retirement Corporation (ICMA-RC). All federal and state taxes on money saved in this plan are deferred until withdrawals are made by the employee. There are a variety of investment funds in which an employee may invest.***

NOTE: The Deferred Compensation Plan may change. Contact the Department of Human Resources for the most recent plans/coverages and for specific amounts that may be invested.

- 2. ***DENTAL INSURANCE BENEFITS - Dental Insurance is available to employees at a reasonable cost to the employee. The Dental Health Maintenance Organization (DHMO) covers certain services fully and the employee pays reduced prices for other services. The employee must use the network dentists under DHMO. The Indemnity Dental Plan allows employees to use any licensed dentist. This plan covers certain procedures and a deductible applies with maximum set annual benefits.***

NOTE: The Dental Plans may change. Contact the Department of Human Resources for the most recent plans/coverages.

3. **PREMIUM CONVERSION – All employees will be enrolled in the Premium Conversion Plan which allows tax dollars to be saved by taking the health and dental premiums from an employee's salary before taxes are calculated. The City pays the full cost of administering this plan.**

NOTE: The Premium Conversion Plan may change. Contact the Department of Human Resources for the most recent plans.

4. **RICHMOND EMPLOYEE ASSISTANCE PROGRAM (REAP) – The city recognizes the impact that personal problems can have on an employee's work performance, attendance and conduct. In order to provide assistance with these problems, the city offers professional counseling services through the Richmond Employee Assistance Program. REAP is a source of help for City employees or members of their immediate families who are experiencing personal problems. Counseling, diagnostic and referral services are provided on a confidential basis.**

The city pays the entire cost of the services directly provided by the REAP program. If an employee is referred for further help, the charges for those services may be covered to a lesser degree than with one of the City's group health care plans. To obtain assistance, contact REAP, 3212 Skipwith Road, Suite 104, phone 270-1550. Offices are also located Downtown (700 Building, 7th and Main Streets, 16th floor – Wednesdays only) and on the Southside (605 Twin Ridge Lane and 6603 Irongate Square - by appointment only). The same telephone number is used to make appointments for all REAP locations.

5. **GROUP LIFE INSURANCE BENEFITS - The City of Richmond also offers a group life insurance plan in which the employee and the city share the cost. The cost, as established by the Virginia Retirement System, is based on the amount of the employee's annual salary. Full time permanent employees are covered for twice their annual salary rounded to the higher thousand dollars.**
 - a) **If an employee dies from injuries received in an accident, the employee's beneficiary will receive benefits doubled that of a natural death. Payments are also made to an employee due to loss of one or more limbs or eyes. The amount of the benefits will depend upon the extent of the injuries.**
 - b) **The city offers Optional Group Life, which allows the employee to insure spouse and dependent children.**

NOTE: The Group Life Plans may change. Contact the Department of Human Resources for the most recent plans/coverages.

6. **HEALTH INSURANCE BENEFITS – Employees may choose from a variety of health care plans offered by the City. The costs of these plans**

are shared between the employee and the City.

NOTE: Health Insurance Plans may change. Contact the Department of Human Resources for the most recent plans/coverages.

7. ***INSURANCE PAYMENTS FOR HEALTH, DENTAL AND GROUP LIFE WHILE ON LEAVE – The city will accept payments in advance from employees who are on leave without pay or suspended status to cover premiums normally paid by means of payroll deductions for Group Life, Health and Dental Insurance. In all cases, it will be the responsibility of the employee to make payments on the first day of each month when the deduction would normally be processed by the Department of Human Resources. If payments are not received, the coverage will be cancelled. Separate checks should be written for each type of insurance payment. Checks should be made payable to the City of Richmond. The insurance carrier, along with the employee's social security number, shall be listed on the back of all checks.***
8. ***RETIREMENT PLAN BENEFITS - Permanent employees with five or more years of service are eligible to receive a pension when they reach retirement age. Statements are periodically sent from the Retirement Office to each employee listing their individual benefits.***
9. ***WORKER'S COMPENSATION COVERAGE - If an employee dies prior to retirement from a cause that is compensated under the Worker's Compensation Act, the employee's widow or widower will receive a monthly benefit as though the employee had worked to age 65, retired and had elected for the employee's spouse to be paid a 100% survivor's allowance. For a full description of benefits and costs, contact the Police Personnel & Recruitment Unit or the Department of Finance, Risk Management Section.***
10. ***EDUCATIONAL INCENTIVE PAY FOR CAPTAINS AND ABOVE (SWORN) PERSONNEL - The city grants educational incentive pay to sworn police personnel at the rank of Captains and above for college education. The total amount is five hundred dollars (\$500) per year for an Associate's Degree (or 56 semester hours towards a Bachelor's Degree and classified as a junior), one thousand dollars (\$1,000) per year for a Bachelor's Degree and two thousand (\$2,000) per year for a Master's Degree. Sworn personnel below the rank of Sergeant are eligible to participate in the Career Development Program. For further information on any of the above listed benefits, contact the Police Personnel & Recruitment Unit.***
11. ***EDUCATIONAL INCENTIVE PAY FOR SERGEANTS AND LIEUTENANTS (SWORN) PERSONNEL - The city grants educational incentive pay to sworn police personnel at the rank of Sergeants and Lieutenants for college education. Per the Fair Labor Standards Act requirements, non-exempt employees will receive an hourly differential addition to his/her regular compensation based on the College/Univeristy***

Degree category. Sworn personnel below the rank of Sergeant are eligible to participate in the Career Development Program. For further information on any of the above listed benefits, contact the Police Personnel & Recruitment Unit.

12. Auxiliary Benefits:

- a) **SUPPLEMENTAL RETIREMENT BENEFIT FOR SWORN PERSONNEL** – *The Police Benevolent Association of Richmond, Virginia (PBA) provides members, who have 20 years of membership in the Association with a supplemental retirement benefit upon normal service retirement from the Richmond Police Department. It also provides the same supplemental retirement benefit for association members, regardless of the length of membership, who can no longer perform law enforcement functions and are retired from the Department. Further, the PBA also provides a supplemental funeral benefit at the time of death of a member or a member's spouse. The Board of Directors must approve membership within the first five years from graduation from the Richmond Police Academy. Unlike the City of Richmond's retirement benefits, the PBA's benefits are not transferable to another law enforcement agency.*
- b) **FRATERNAL ORDER OF POLICE (FOP)** – *The FOP is an organization managed by a Board of Directors whose focus is improving working conditions, wages, benefits and monitoring legislation affecting law enforcement. Membership benefits in the FOP include educational and training materials, legal aid for job related matters, club privileges and publications from national and state lodges.*

13. Death Benefits and Support Organizations:

- a) **Virginia Line of Duty Act:**

Under VA Code §9.1-402, the beneficiary of a police officer killed in the line of duty shall receive \$75,000 from the State of Virginia. That same law allows for \$25,000 in death benefits when death (i) arose out of and in the course of employment or (ii) was within five years from date of retirement. Proper forms are available from the State Comptroller's Office, Virginia Department of Accounts, James Monroe Building, 101 North 14th Street, Richmond, VA 23219 or P. O. Box 1971, Richmond, VA 23218, phone 225-3098. Forms are also available at the website: www.doa.state.va.us. Completed forms shall be forwarded to the VA State Police for investigation.

- b) **42 U.S.C. 3796 Public Safety Officers' Death Benefits Act of 1976:**

Federal law provides a one-time \$100,000 (plus an annual

adjustment to the Consumer Price Index) benefit to the survivor(s) of a public safety officer, who has died as a result of a traumatic injury sustained in the line of duty. The payment will be made to the surviving child, spouse, or dependent parent of such officer according to circumstances. Upon a showing of need and prior to taking final action, an interim payment, not to exceed \$3,000, shall be granted immediately to the survivor(s).

A survivor may file a claim by contacting the Claims Examiner, Public Safety Officers' Benefits Program, U. S. Department of Justice, 810 7th Street, N. W., Washington, D.C. 20531, phone (202) 307-0635 or by contacting the Federal Bureau of Investigations, 111 Greencourt Road, Richmond, VA 23228, phone 261-1044, Attention: Special Agent in Charge.

c) *The Virginia Public Safety Foundation:*

Formerly known as The Silver Star Foundation, this is a private organization that offers award scholarships for post high school education for natural born children, adopted or step-children of any law enforcement officer killed in the line of duty. This award covers tuition, lodging, books and certain transportation to the college of their choice. It may also cover certain vocational training. For questions on the above or to apply for benefits, contact Executive Director, 1604 Santa Rosa Road, Suite 115, Richmond, VA 23229, phone 282-0148.

d) *Concerns of Police Survivors, Inc.:*

Concerns of Police Survivors (COPS), which operates under a Federal grant, is a non-profit, tax-exempt organization which works with law enforcement agencies, police organizations, mental health professionals, and local peer-support organizations to provide assistance to surviving families of law enforcement officers killed in the line of duty.

The organization does not contribute financially to the surviving family but does contribute to the emotional and psychological well-being of the surviving family by supplying emotional support through a national network of police survivors who have experienced the same traumatic experiences along with referral listings for local psychological support through mental health professionals and grief/loss counselors. For additional information, write or call: Concerns of Police Survivors, Inc., P.O. Box 3199, Camdenton, Missouri 65020, phone (573) 346-4911.

e) *The 100 Club:*

The 100 Club is an organization dedicated to the support of police

officers and firefighters in the City of Richmond and surrounding counties. Their goal is to provide immediate financial assistance to the families of police officers who are killed in the line of duty, thus creating a “safety net” to those families. For additional information contact The 100 Club, 5101 Monument Avenue, Richmond, VA 23230, phone 662-5500.